



Strathcona Christian Academy Secondary is a grades 7-12 school with approximately 600 students, 33 teaching staff, and 10 support staff. The school is located in Sherwood Park.

Strathcona Christian Academy Secondary School strives to meet the needs of individual students by enabling each student to pursue excellence, to experience success, and to realize his/her potential in each course and school activity.

**Strathcona Christian Secondary School is an Alternative Program that follows the regular provincial curricula interpreted from an Evangelical Christian Philosophy.**

**Assistant Principal Strathcona Christian Secondary School Position Description:**

The purpose of this position, is to assist the Principal of Strathcona Christian Secondary School in carrying out the vision and mission of Elk Island Public Schools and Strathcona Christian Secondary School. The Assistant Principal is an integral part of the administrative team, who helps to foster a positive, welcoming and safe environment. The Assistant Principal has a high expectation for student learning and respects and appreciates student diversity and individual needs.

**Responsibilities include, but are not limited to, the following:**

- Fostering effective relationships with students, staff and families, to ensure student success and maintain a positive school culture.
- Communicating effectively, both orally and in writing, with a variety of groups and individuals, to support student learning and safety.
- Embodying visionary leadership, by collaborating with the school community to create and implement the shared vision and mission of Strathcona Christian Secondary School.
- Engaging staff and students in meeting the goals of the School Education Plan.
- Leading a learning community, by nurturing and sustaining a school culture that values and supports learning.
- Developing innovative and creative strategies to increase student engagement.
- Cultivating a culture of high expectations for all students and members of the school staff.
- Maintaining high visibility and accessibility during the school day, including classroom visitations.

- Assisting with the development, implementation and assessment of the instructional program.
- Providing instructional leadership, by ensuring every student has access to quality teaching and learning experiences.
- Assisting with staff supervision, observations and evaluations.
- Assisting with the selection of school personnel, as requested.
- Developing and facilitating leadership opportunities for members of the school community.
- Assisting with the development of professional learning days for teachers and staff.
- Assisting in managing school operations and resources.
- Managing fair, respectful and effective student discipline, in order to create a caring and welcoming environment for all students.
- Managing the School's emergency drills and protocols.
- Managing effective student supervision schedules and student assemblies.
- Organizing Provincial Achievement Tests and Student Learning Assessments.
- Understanding and responding to the larger societal contexts that impact the school.
- Setting, maintaining and modeling high standards of professional conduct.
- Teaching assignments, as required.
- Performing duties, as assigned by the Principal.

**Experience, Training, Requirements:**

- Valid Permanent Alberta Teaching Certificate
- Five years successful teaching experience
- Successful administrative experience or participation in the School Leadership Development program is considered an asset

**Required Competencies:**

- Leadership
- Integrity and Trust
- Ethics and Values

- Compassion
- Approachability
- Composure
- Teamwork
- Conflict Management
- Building Effective Teams
- Motivating Others
- Time Management
- Listening
- Problem Solving
- Excellent Communication Skills
- Technology

Interested applications for this position, should contact Jon Elzinga, Principal at [jon.elzinga@eips.ca](mailto:jon.elzinga@eips.ca)

